

MADISON COUNTY FINANCE WAYS AND MEANS COMMITTEE

Meeting Agenda - Thursday, May 30, 2024

Call Meeting to Order

The Board convened at 09:01 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Roberts, Supervisor During, Supervisor Corbin, Supervisor Winn were present, Supervisor Stokes was absent.

OTHERS PRESENT:

- Pete Walrod, Supervisor
- Samantha Field, Public Information Officer
- John Pinard, Chairman of the Board of Supervisors
- Emily Burns, Clerk to the Board
- Robert Mascari, Chief Assistant District Attorney
- Melissa Felton, Second Assistant County Attorney
- Mike Keville, County Clerk
- Mary Cavanagh, Supervisor
- Rex Vosburg, Supervisor
- Kyle Reger, Supervisor
- Cindy Edick, Treasurer
- Mark Scimone, County Administrator
- Tina Wayland-Smith, County Attorney
- Jennifer Keville, Confidential Secretary to the Board
- Trey Gates, County Attorney Intern
- Karin Richmond, Real Property Director
- Lou Anne Randall, Finance
- Ryan Chaires, Deputy Treasurer
- Dan Degear, Emergency Management

Approval of Minutes

Approval of Draft Meeting Minutes 5/2/2024

On motion by Supervisor Corbin, seconded by Supervisor Winn, the motion was made to approve the May 2nd minutes. The motion was Passed.

Finance/Payroll

Lou Anne Randall, Finance Director

Department Update

- Group of 4 was able to attend Finance School from May 1-3, 2024 at Turning Stone Resort.
- Plans to centralize Purchasing, will be discussed in GOC Meeting

- Lou Anne, as well as, Mark Scimone met with One Group Insurance and the rates should be ready by August for budget.
- Finance Department is working on Reconnect with payments.
- Still testing icloud, issues with Munis/Tyler, so that will be extended an additional month.
- Bonadio contract will combine all services into one.

Treasurer/Budget Officer

Cindy Edick, Treasurer

Sales Tax Report

May is a little better than 2023, the May distribution is ahead \$235,000 or 1.9%. Next month will be telling because of the additional distribution in June, then July it tends to fall out.

Department Update

- Completed collection of Town/County taxes of 4 towns before official delinquent status.
- Delinquent tax collection and enforcement moving forward and assuming the auction will take place this September (2021/22 unpaid taxes).
- Ryan Chaires and Becky are currently working on notifications.
- Supervisor Corbin asked whether the County gets \$ if the delinquent taxes are paid once the process has been started but not yet finalized. Melissa Felton stated that the County only gets any late fees owed.
- 123 properties are currently delinquent but the deadline to pay is August.
- Supervisor Walrod expressed his appreciation of a seamless job with tax collection. He received no complaints and was disbursed in a timely manner. Good job!
- Karin Richmond is working on Village taxes.

County Clerk's Office / DMV

Michael Keville, County Clerk

Department Update

DMV:

MTD Transactions	12,162	4.3% increase
Retention:	\$107,964.81	11.69% increase
YTD:	55,276	1.4% increase
Retention:	\$505,274.48	15.5% decrease
January -	\$26,927.00 lower than 2023, Web - \$12,507.02: Down \$14,000.00	
February -	\$13,410.44 lower than 2023, Web - \$11,645.48: Down \$1,764.96	
March -	\$35,345.89 lower than 2023, Web - \$13,928.63: Down \$21,417.26	
April -	\$6,578.61 HIGHER, Web Retention - \$15,404.01 HIGHER; UP \$21,982.62	

May - \$14,287.51 Lower.

Recording

MTD 2024	\$48,012.00	22.1% increase
YTD 2024	\$259,149.50	35.5% increase (\$67877.00)
Transfer Tax YTD	\$306,134.00	54.6% increase
YTD Mortgage Tax	\$192,004.75	33.9% decrease
YTD Interest	\$12,400.00+	

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- Records Management: Matt Shaler (Records Management Coordinator) has completed the disposition of all Pistol Permit files, greatly increasing office efficiency. He will next turn to back scanning 50 old mortgage books, then a map scanning project. Currently working on an RFP for an Archival software EDMS.
- DMV: A new DMV employee received training at the Taft Road state office for 1 week – which went very well. One of the Senior MVR's is out on maternity leave for 10 more weeks.
- Clerk's Office: A recording clerk is currently on maternity leave and a new employee is expected to join the team on Monday. The office climate is positive. In April, a passport event was held at Chittenango High School. This netted the County over \$1,000.00, doubling the passport and photo stats from April 2023. Clerk Keville will be looking to hold more after-hours passport events for the public. Sales tax payment to the state went from monthly to daily, which decreased investment income. Will start dispersing weekly to get back some of the loss in interest income. There's a resolution in the packet to approve a contract with Info Quick Solutions, the software provider for the County Clerk's records, which include all land and State Supreme Court documents for the County. It is a 30-month agreement.
- Historian: Matt Urtz will be having 4 walking tours in Oneida, 6/8/24, 7/13/24, 8/3/24, and 9/14/24

Resolutions

On motion by Supervisor During, seconded by Supervisor Winn, the motion was made to Motion to Review and Approve Resolutions 1-16. The motion was Passed.

1. Authorizing the Modification of the 2024 Adopted County Budget (4308 Mental Health Clinic)
2. Authorizing the Modification of the 2024 Adopted County Budget (ILS Distribution 14)
3. Authorizing the Chairman to Enter into an Agreement with the New York State Division of Homeland Security and Emergency Services - FY2023 State Homeland Security Program (SLETPP) and Modifying the 2024 County Budget
4. Modifying the 2024 Budget for the Renewal of the Healthy Neighborhoods

Program Grant

5. Authorizing the Modification of the 2024 Adopted County Budget (Solid Waste)

The Committee discussed details of resolution #5; addressing gas odor issues at the Landfill. Will be using energy reserve budget that has accumulated over the years.

6. Authorizing the Modification of the 2024 Adopted County Budget (IT)
7. Authorizing the Modification of the 2024 Adopted County Budget (Probation)
8. Authorizing the Modification of the 2024 Adopted County Budget (Planning)
9. Authorizing the Modification of the 2024 Adopted County Budget (5113 Consolidated Highway Program)
10. Authorizing the Modification of the 2024 Adopted County Budget (1620 County Buildings)
11. Authorizing the Chairman to Enter into an Agreement with Bonadio & Co. LLP for Auditing Services
12. Authorizing the Modification of the 2024 Adopted County Budget (EMS)

The Committee discussed details of resolution #12; the towns included are Hamilton & Lebanon.

13. Authorizing Towns, Village and City Municipal Grants
14. Authorizing Special District Grants
15. Authorizing the Modification of the 2024 Adopted County Budget (4th UQI & CR)
16. Authorizing Chairman to Renew an Agreement with Info Quick Solutions, Inc.

Other Committee Business

Property Tax Exemption for Volunteer Firefighters and Volunteer Ambulance Workers

- Supervisor Reger informed the Committee that the Town of Cazenovia had passed a law granting a 10% property tax exemption for Ambulance/Fire Volunteers and proposed a similar law for the County. A breakdown of the potential impact on the County was provided. After discussion, the Committee reached a consensus to draft the local law, with the effect on County taxes starting in 2026.

Grant Resolutions

- County Administrator, Mark Scimone, shared details of a discussion regarding the grant resolution process involving himself, Finance Director Lou Ann Randall, Treasurer Cindy Edick, and Keith. It was proposed to adopt a process similar to that of Under 20K Contracts, wherein no resolution would be required unless the grant is linked to the creation of a position. Approval by the County Administrator and signature by the Chairman would suffice. The Finance Director, in collaboration with the Purchasing Director, will draft the resolution. Emily Burns, the Clerk to the Board, expressed support for this change, citing the often tight timelines for signing, which don't always align with meeting schedules. Supervisor Roberts sought consensus, and all agreed to the proposal.

Preferred Agenda

It was the consensus of the Finance Committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda.

Next Meeting - June 27, 2024 @ 9:00AM in the Chambers

Adjourn

On motion by Melissa During, seconded by Ronda Winn, the Board adjourned at 10:02 a.m.

Respectfully submitted by Jennifer Keville on behalf of Chairman Matthew Roberts.